

Episcopal Church of St. Martin, Davis
Vestry Meeting Minutes
September 19, 2024
7:01PM - 8:56PM, Parish Library

Present: Diane Bamforth, Beth Capell (Jr. Warden), Rev. Pamela Dolan (Rector), Ben Eustis-Guthrie, Eric Jordan, Jim Jordan, Elise Keddie, Tony Miller, Susan Stone, Neil Willits (Sr. Warden)

Guests: Gabe Avila (Assistant Clerk), Randy Demary

Absent: Ven. Margaret Grayden, Jessie Ann Owens (Treasurer), Tom Young

1. Vote to Approve Agenda for September 16, 2024

- a. Jim introduced and Tony seconded a motion to approve the September 16, 2024, Vestry meeting agenda, amended to change the audit discussion to an action item and to add the 2024 diocesan audit as an exhibit. This motion passed unanimously with no abstentions.

2. Opening Prayer & Spiritual Practice

- a. The Rev. Pamela shared a Vestry opening prayer on the Power of Restoration. The Vestry shared where they found moments of restoration.

3. Vote to Approve Minutes for August 19, 2024

- a. Elise introduced and Susan seconded a motion to approve the August 19, 2024, meeting minutes as distributed in the packet. This motion passed unanimously with no abstentions.

4. ACTION ITEM: Diocesan Audit

- a. Gabe provided an update on the diocesan audit, which was conducted on August 23, 2024. Though Jessie Ann Owens was absent from the meeting, she provided a summary document in her Treasurer's Report. The audit states, "Overall, St. Martin's accounting system is well organized and internal controls are being followed." However, due to not removing deductions from the reported surplus, the church owed \$23,173 on 2023 apportionment. This apportionment was paid from the surplus line account.
- b. Neil introduced and Elise seconded a motion to accept the 2024 Diocesan Audit. This motion passed unanimously with no abstentions.

5. REPORT: Capital Needs Discernment Committee Report

- a. Elise shared that there have been two committee meetings. Meetings will occur approximately monthly into December. Elise gave a short overview of the Rooted Good program, which the committee is using to examine the parish's capital needs. Elise noted that the benefit of using the Rooted Good program is connecting ministry and mission to how the parish uses its assets. The Rooted Good program also encourages parishes to

examine how space, property, and congregational mission fits into the needs of the community.

6. DISCUSSION: Big picture budget priorities visioning

- a. Pamela led a discussion on budget priorities, parish priorities, and the parish's shared values. She used an article from Christian Century ([linked here](#)) which asks the following three questions:
 - i. Who are we as a people?
 - ii. What is God calling us to be, to do? What are we here for?
 - iii. What promptings of the Spirit suggest some changes in our life and mission?
- b. Many questions and ideas arose, as well as a discussion about creating an inventory of parish strengths, finding the core values of the parish, and identifying where the parish's energy is currently. In addition, some discussion arose about how the parish's assets fit into the needs of the community and how to use underutilized assets to further the mission of the church.
- c. Pamela encouraged all to think about these questions and noted that the Executive Committee will put further discussion on the topic on the agenda for an upcoming Vestry meeting.

7. ACTION ITEM: Policies

- a. **Naming of approved policy**
 - i. Neil brought the previously approved policy regarding expenses and reimbursements to the Vestry's attention. This policy was not given an official name at the time of its approval. Beth introduced and Elise seconded a motion to name this policy the Expense and Reimbursement Policy. This motion passed unanimously with no abstentions.
- b. **Credit card policy**
 - i. Neil introduced and Elise seconded a motion to approve a credit card policy, with friendly amendments included, as noted at the end of the minutes.
- c. This motion passed unanimously, with no abstentions.

8. Senior's Warden Report

- a. Neil reminded the Vestry about signups for Vestry responsibilities. The signup sheets were distributed.
- b. Neil said that the 3rd quarter financials will be shared at the next Vestry meeting but overall, the financials look good.

9. Rector's Report

- a. Pamela shared a written Rector's Report, which showed her time split up

by categories based on the mission of the church: rooted in faith, growing in hope, reaching out in love. Pamela requested feedback on what would be more transparent and clear in her reports.

- b. Pamela asked that Gabe send out the narrative budget with the minutes.
- c. Pamela asked that the Vestry keep an eye out for leaders in the parish and think about whether existing leadership groups need to be expanded, refocused, or reorganized.
- d. Pamela asked that the Stewardship Committee stay after the Vestry meeting.
- e. Pamela noted the joy and fun that the parish has been happening recently, in particular with parish events.
- f. Pamela (and Gabe) recommended a new volunteer recognition process, which was adopted by the Vestry. At Vestry meetings, a specific volunteer or group of volunteers will be recognized and then shared with the parish. The Vestry discussed other ways to recognize volunteers.

10. Consent Agenda

- a. Beth introduced and Jim seconded a motion to accept the consent agenda items, consisting of the Buildings and Grounds Report, Financial Statements, and Social Justice and Outreach Draft Minutes. This motion passed unanimously with no abstentions.

11. Special Acclaim for Volunteers

- a. Neil moved and Elise seconded that the Vestry give special acclaim to Building and Grounds this month for their work.

12. Closing Prayer

- a. Pamela led the Vestry in a closing prayer.

MEETING ADJOURNED at **8:56 PM**.

Next meeting: October 21, 2024 at 7pm

Credit Card Usage Policy

The Church of St. Martin, Davis (“Church”) will issue church credit cards to certain employees for use in their jobs. This policy sets out the acceptable and unacceptable uses of such credit cards.

- Use of church-issued credit cards is a privilege that the Church may withdraw at any time, with or without cause. Upon an employee’s termination of employment at the Church, all cards must be returned to the Church.
- The employee in possession of the church credit card is solely responsible for all purchases on the card and for ensuring that the card is not used by unauthorized personnel. Card numbers may not be distributed.
- Any credit card issued to an employee must be used for business purposes only, and for purposes in conjunction with the employee’s job duties. Employees with such credit cards shall not use them for any non-business purpose. Non-business purchases are considered any purchases that are not for the benefit of the Church.
- Business-related expenses, such as food and lodging while on Church-approved business travel, may be purchased on the church credit card as long as these purchases are consistent with the Church’s Expense and Reimbursement Policy.
- Any purchases must be approved prior to purchase when that is required according to the Expense and Reimbursement policy. The employee must submit the purchase request in writing and receive approval in writing before making the purchase. The employee should attach a copy of the purchase approval to the receipt and submit them together when submitting the receipt.
- The employee in possession of the credit card is responsible for receiving, printing, and retaining all receipts related to purchases made on the church credit card. If a receipt is lost, a written description of the items and cost of the purchase must be maintained and submitted in the same manner in which a receipt would be maintained and submitted.
- Receipts need to be submitted within one week of the date of purchase. All receipts should be labeled with a description of what the purchase was for to ensure proper accounting of the purchase. Any receipts for meals or entertainment must be attached to a paper that clearly indicates the names of all persons attending the meal or entertainment and the business purpose of such event.
- If any employee uses a church credit card for a personal purchase in violation of this policy, the cost of such purchase(s) must be reimbursed or will be deducted, in full, from the employee’s future paychecks. If any employee uses a church credit card for a non-personal purchase that is not within the scope of the employee’s duties or the employee’s authorization to make business-related purchases, the cost of such purchase(s) will be the financial responsibility of that employee unless otherwise expressed in writing by the Rector or Senior Warden. The employee will be expected to reimburse the Church in full for unauthorized

- purchase(s).
- In addition to financial responsibility and liability for wage deductions, any purchases an employee makes with a church credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment.
 - This policy will remain in effect as long as the employee has a church credit card or until a new policy has been issued and which clearly indicates that it is intended to be a replacement of this policy.

CREDIT CARD POLICY ACKNOWLEDGEMENT

I, _____, hereby acknowledge that I have received a corporate credit card. I have been provided with and read the corporate credit card policy, and I understand that I am responsible for complying with the policy rules. I understand that violation of such policy may result in consequences including cancellation of my card or my termination.

I further acknowledge that I understand that if I make any personal purchases or unauthorized business purchases in violation of this policy, the amount of such purchases is an advance of future wages payable to me, that the Church may deduct that amount from my next paycheck, and that if there is a balance remaining after such deduction, the Church much deduct the balance of the wage advance from my future paychecks until the amount is repaid in full.

Signature of Employee date

Printed Name

Signature of Church Representative date

Printed Name